

**CITY OF CONCORD  
COMMUNITY DEVELOPMENT DEPARTMENT  
ENGINEERING SERVICES DIVISION**

**INTER-OFFICE MEMORANDUM**

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**TO:** Recreation and Parks Advisory Committee  
**FROM:** Community Development Department  
**DATE:** September 19, 2006  
**SUBJECT:** Capital Projects Update Report

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In August 2006, the members of the Community Development Department met to coordinate its efforts with respect to the FY2007 Parks Capital Improvement Program (CIP). That effort included the review of current projects, establishing responsibility and developing an overall project schedule.

The following summary report is offered.

CIP #51 – White Park:

CDD - Engineering Services is in the process of developing a comprehensive Request for Qualifications/Experience (RQE) Statements from professional design firms for engineering and architectural design services in conjunction with improvements at White Park including a new parking lot, reconstruction of ball field and drainage, preliminary design for a new combined skate house, maintenance shed and the potential for Recreation office space (in one structure). Improvements are consistent with the Copley Wolff park master plan completed in 2004.

The RQE is expected to be completed and released by late September for October/November review and selection. The successful consultant team should be on board for winter design and early spring release of bid/construction documents. It is noted that the comprehensive design contract will include improvements to Terrill Park, Merrill Park and Kimball Park as noted below.

Additionally, the General Services Department (GSD) is responsible for resurfacing basketball and tennis courts and the replacement of fencing in those areas at White Park.

CIP #55 – Rolfe Park:

GSD is responsible for resurfacing basketball and tennis courts at Rolfe Park.

CIP #56 – Rollins Park:

GSD is responsible for resurfacing basketball and tennis courts at Rollins Park.

CIP #58 – Memorial Field:

GSD is responsible for commissioning a facility use study in conjunction with the Concord School District. This study is expected to be completed in 2007.

CIP #59 – Terrill Park:

This project included limited funding to implement parts of the Park Master Plan prepared by Groundwork Concord in 2004. Those improvements include limited field survey, wetland mapping, preliminary roadway and drainage engineering and park facility layout. This work scope will be included in the comprehensive engineering services proposal noted above (CIP #51). Improvements to Terrill Park include the construction of a new park access road, parking and some natural recreation areas.

CIP #60 – Waterfront Park:

CDD – Community Planning is responsible for commissioning a park master plan including the re-use of the Fire Training area.

CIP #359 – Merrill Park:

Improvements at Merrill Park include the design and construction of a pedestrian bridge and access walkways adjacent to the sidewalk in the vicinity of the market as outlined in the Copley Wolff park master plan completed in 2004. This work scope will be included in the comprehensive engineering services proposal noted above (CIP #51).

CIP #360 – Kimball Park:

This project also involves limited funding to implement parts of the Park Master Plan completed by Groundwork Concord in 2004. Depending on base survey and design costs, Kimball Park improvements will include the removal of the existing timber retaining wall and the installation of a pool shade structure, picnic tables and lighting. The parking and basketball court reconfiguration suggested in the master plan report will likely need to be budgeted in future CIP years. Groundwork Concord will be using approximately \$8,300 in remaining funds from a previous year to complete the landscaping improvements of the pedestrian access from Rumford-Penacook Street. This work scope will be included in the comprehensive engineering services proposal noted above (CIP #51).